



FORENSIC SERVICES SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and participate in skilled technical work as it relates to the Forensic Services Unit.

Supervision Received and Exercised:

Receives general supervision from the Police Fiscal/Research Manager.

Exercises direct supervision over Civilian Forensic Services Technicians and Fingerprint Technicians.

Essential Functions:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives for the Forensic Services Unit
- Establish work schedules, staffing and case load based on calls for service.
- Establish internal policies and procedures and ensure adheres to said policies/procedures.
- Ensure the collection, preservation, and interpretation of evidence from major crime scenes, and that required photographs are obtained.
- Assist detectives and technicians in conducting crime scene investigations and the ability to personally perform required field tasks when necessary.
- Supervise and participate in the examination of latent fingerprints; review comparisons to confirm accuracy; complete fingerprint records.
- Knowledge of and ability to operate, oversee, and maintain various technologies such as digital photography, digital darkroom, automated fingerprint identification systems, digital mug photo systems, etc.

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- Research, evaluate, and assist in the purchase of new technology, equipment, identification methods; ensure equipment is properly functioning.
- Prepare and review written reports of identification tasks performed, examinations conducted, and documentation assembled.
- Testify in court as an expert witness concerning latent print comparisons and crime scene investigations.
- Maintain contact and liaison with Police Department personnel involved in criminal investigations and evidence gathering, as well as with personnel with outside agencies and the Department of Public Safety Crime Lab.
- Maintain integrity of criminal histories, as well as other databases used by the unit.
- Maintain contact and liaison with vendors.
- Prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement disciplinary action where appropriate.
- Serve as the site manager for the Arizona Automated Fingerprint Identification System Operational Procedures Committee (AZAFIS OPC).
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of experience as a Forensic Technician.

Education:

Equivalent to completion of the twelfth grade supplemented by training in identification techniques, digital photography, or a degree related to the core functions of this position.

Licenses/Certifications:

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Requires the possession and ability to maintain a valid driver's license.

Examples of Physical and/or Mental Activities:

- Lift heavy objects
- Operate city vehicles
- Climb stairways, ladders, and work on elevated structures
- Traverse uneven surfaces
- Other physical labor essential to the classification
- Work in a stationary position for considerable periods of time
- Operates computers, calculators and other office machines
- Extensive reading and close vision work
- Work out-of-doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids; etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours
- May work *alone* for extended periods of time

Competencies:

(Pending)

Job Code: 381

Status: FLSA Non-Exempt / Classified